



Standard directions order

Sam Clark v Alex Richards

Claim number: 000LR095



29 October 2019

This order explains what both parties need to do before the court schedules a hearing.

To comply with this order

The court orders that each party must complete the tasks assigned to them before each deadline.

The court will cancel the claim or defence of any party who fails to do this.

Checklist of tasks and deadlines for each party

Use this checklist to find out the tasks you need to complete and the deadlines you need to meet.

Read the rest of the order to find out how to complete the tasks.

Sam Clark must:

- | | |
|--|---------------------------|
| • provide documents | before 4pm on 10 November |
| • create and upload witness statements | before 4pm on 10 November |
| • upload an expert report | before 4pm on 26 November |
| • send extra information the court ordered | before 4pm on 10 November |
| • tell the court they've finished | before 4pm on 26 November |

Alex Richards must:

- | | |
|--|---------------------------|
| • provide documents | before 4pm on 10 November |
| • create and upload witness statements | before 4pm on 10 November |
| • co-operate with Sam Clark to find and agree on an expert | |
| • confirm they've completed extra tasks the court ordered | before 4pm on 10 November |
| • tell the court they've finished | before 4pm on 26 November |

1. Provide your documents

Both parties must both do this by 4pm on 10 November 2019

Upload copies of any documents you intend to use at the hearing.

Include copies of these if you have them:

- contracts or agreements relating to the claim
- any relevant text messages, emails or letters

You need to send these to the court and the other party.

2. Create and upload witness statements

Both parties must both do this by 4pm on 10 November 2019

Create a witness statement for any witness whose evidence you want to use at the hearing, including yourself.

You need to upload these - the court will send them to the other party.

Follow these instructions to make your witness statements:

- start with the name of the case and the claim number - '*Clark v Richards. Claim number: 000LR095*'
- include the witness's full name and address
- use numbered paragraphs and numbered pages
- end with this paragraph: 'I believe that the facts stated in this witness statement are true.'
- make sure each statement is signed and dated by the witness

3. Find and agree on an expert then upload their report

Sam Clark must do this, Alex Richards must co-operate by 26 November 2019

The judge has given permission for you to use an expert.

Sam Clark must upload an expert report before 4pm on 26 November 2019.

You need to follow these steps:

1. Sam Clark should make a list of 3 independent experts who can provide a written report in return for a fee.
2. Alex Richards then picks one expert from the list.
3. You both provide questions for the expert to answer in the report, plus any extra information the expert asks for.
4. Pay the expert - you usually both share this cost.

After you've received the expert's report you need to:

1. Sam Clark should share the report with Alex Richards.
2. Ask the expert any questions either of you have about the report.
3. Sam Clark should upload the expert's report along with any questions and answers about it.

4. Send extra information the court has ordered

Sam Clark must do this by 10 November 2019

Upload a copy of the roofing felt manufacturer's fitting instructions which you stated you followed accurately.

5. Confirm you've done extra tasks the court ordered

Alex Richards must do this by 10 November 2019

Confirm you've supplied a sample of the disputed roofing material to the claimant.

6. Tell us you've finished

Both parties must both do this by 26 November 2019

You need to tell the court when you've done everything this order tells you to do. You can do this in the online service.

For your information

1. The hearing will be held at Guildford County Court and Family Court.

2. The court estimates the hearing will take an hour.

You may have to wait longer for the hearing to start.

3. The court has decided this case is a small claim

The case will follow the rules for small claims, because the value is £10,000 or less.

4. You can also respond by post.

You can send the documents to:

Civil Money Claims,
St. Katharine's House,
Northampton,
NN1 2LH

You should tell us you've finished in the final item you post to the court.

You also need to post them to the other party.

5. You can ask for a judge to review this order if you have a problem with it.

You can do this in the online service, by post, or by emailing details of how and why you want the order changed to moneyclaims@justice.gov.uk before 4pm on 17 November 2019.

6. This order was made by His Honour Judge Lethem